

TOWN OF HARPSWELL, MAINE
REQUEST FOR PROPOSAL TO EVALUATE, DESIGN & PROVIDE COST ESTIMATES FOR
BOAT LAUNCH AND PARKING AREA AT MITCHELL FIELD

Project Description:

Mitchell Field was acquired by the Town of Harpswell in 2001. A Master Plan for the use and development of Mitchell Field, was developed and approved at a Town Meeting in 2007. The Mitchell Field Implementation Committee (“Committee”) is evaluating a plan to build a public boat launch with adjacent parking for vehicles and boat trailers. The purpose of the boat launch is to provide waterfront access from Mitchell Field for the general public for launching and hauling of boats.

The Committee has had preliminary conversations with local engineers, the Department of Conservation, and the State of Maine Planning Office. After having these initial conversations, it has become evident that the development of a boat launch, ramp/float system, and parking area at Mitchell Field will require a feasibility study to determine the best location and design for the boat launch and parking area. There may be at least two locations suitable for a launch on the shorefront, one site on the north side of the pier as pictured in the Master Plan and second site on the south side of the pier. This project would provide the information required for the Town to determine a preferred location, and associated costs for a boat launch. In addition there is an abandoned parking lot which is a short distance from the pier that could be assessed for its suitability for parking boat trailers and associated vehicles. The Mitchell Field Master Plan may be viewed at the Harpswell Town website <http://www.harpswell.maine.gov/> for further information.

Background:

Mitchell Field is approximately 118 acres on Middle Bay. Within the proposed area of interest, there is a large pier that extends out in to Middle Bay from the waterfront. Additionally, there are two parking lots near the water for approximately 45 vehicles and a third lot approximately 200 yards from the water, which is designed in the Master Plan as vehicle with trailer parking and is approximately $\frac{3}{4}$ of an acre.

Desired Outcome and Associated Services:

The desired outcome of this study is to provide the Town of Harpswell with the information required to determine the best location, appropriate size, design, and associated costs for constructing a boat launch with parking facilities at Mitchell Field.

Within the scope of this study, the following should be considered:

1. Parking should be as close to the launch as possible to minimize congestion between competing uses. The distance between the launch and parking lot will determine the number of floats required for relieving congestion from unattended boats.
2. The Department of Inland Fisheries and Wildlife indicate that there may be moderately dense eelgrass beds on the site. Eelgrass and other environmental impacts are to be evaluated in order to determine the extent of or if remediation will be required for the project.

3. Wind and weather will have an impact on the launch site. Placing the boat launch on the south side of the pier will expose it to prevailing winds and seas year round, this could make it difficult and possibly dangerous to use. This would also have an impact on the public beach along the shore. Minimal impact on the beach would have to be a consideration for the design and location of a boat launch on this side of the pier.
4. This would require an evaluation to determine a potential need for a wave attenuator to protect the southerly site.
5. Placing the launch on the northerly side of the pier would be mostly protected from the prevailing winds
6. Conduct at least one public workshop to include findings of the feasibility study and recommended size of boat launch. (See schedule)
7. Planning
Work with Harbor & Waterfront Committee, Mitchell Field Implementation Committee and Town Staff to consider users of facility and how it will interface with other activities considered for the site that will include.
 - a. General Public or limited to Harpswell residents/businesses.
 - b. Beach Access
 - c. Development of a new mooring field (Consider dinghy access and storage)
 - d. Shared use for waterfront Business and/or industry.
 - e. Seasonal landing for Commercial Fisherman.
 - f. Recreational Boat Launch
 - g. Base for Harbor master.
8. Preliminary Design
Optimize size and location of waterfront infrastructure based on intended use.
 - a. Shore access point (Consider ramp exposure and vehicle circulation.)
 - b. Parking (no. of trailers- (How far from Ramp, Shared Use)
 - c. Width of boat ramp (space for double launch or seasonal floats?)
 - d. Length of boat ramp (determines tidal window for use).
 - e. Connection with waterfront float system .
9. Permitting
 - a. Prepare Plans suitable for permitting at the Town , State (DEP) and Federal ACOE) level.
 - b. File Permit applications
10. Engineers Estimate of Costs
 - a. Provide an estimate of construction costs that could be phased in as the site is developed and grant opportunities become available.

Proposal Requirements:

This study will include but not be limited to an engineering design for the preferred location of the boat launch, survey/ plot plans, construction drawings, environmental impact study, and a list of permit agencies. When retaining a consultant to aid in the above services, the following guidelines will be followed in this process.

All proposals must include the following elements:

1. Qualifications of personnel to be assigned to this project
2. Detailed description of planning and design process
3. Identification of any facilities, equipment or support requested from the town of Harpswell.

4. At least three references from the Consultants client list and contact information
5. Examples of similar projects, particularly projects dealing with boat launches and municipalities.
6. A detailed estimate amount not to exceed \$20,000.00 for all deliverables

Selection Criteria:

After receiving the proposals, the following criteria will be used in order to evaluate each submittal:

1. Project understanding and project approach
2. Experience and demonstrated effectiveness in other such projects
3. Work plan and timetable for completion
4. Qualifications and assigned personnel to the project

Tentative Schedule

- End of April – Mail RFP to consultants
- May – Interview consultants and select consultant
- Mid May - Kick-off meeting w/consultant and committees
- June/ July - Data collection to explore options for locations of the boat launch and parking areas.
- August - Meet with MFIC sub committee to discuss findings of the feasibility study
- September – Hold a public workshop to discuss findings of the feasibility study
- End of September – Consultant to present draft proposal(s) recommendations to BOS
- November - February public hearings for Town Meeting
- December – March prep for Town Meeting
- March – Attend Town Meeting to answer any engineering questions about the boat launch and parking areas

Questions in advance:

Questions in advance should be directed to Jim Hays, Harbormaster at the Harpswell Town Office. Questions received after May 13th will not be addressed.

Any necessary addendums will be issued to those who have received the RFP>

Twelve (12) copies of the proposal must be received by Kristi Eiane, Town Administrator, Harpswell Town Office, P. O. Box 39, Harpswell, Maine 04079 by Monday, Monday, May 23, 2011 at 4:30 p.m. after which all proposals will be opened and available for public inspection. Interviews will be scheduled with top-identified candidates.

The Town of Harpswell reserves the right to accept or reject any and all proposals or parts thereof and to make further modifications as it deems in the best interest of the Town. It also reserves the right to retain all proposals submitted and to use any ideas from a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained within this Request for Proposal.